

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Excursion Policy (includes Motor Vehicle Transport Policy)

<b>Related Policy/policies:</b>	Water safety, Sunsafe, Administration of First Aid, Authorisations and Refusals, Educator's Assistant policies.
<b>Regulation/s/ Standards:</b>	National Education and Care Regulations 99,100, 101 and 102 National Law 165,167,174 National Quality Standards 2.3.1, 2.3.2, 2.3.3, 6.1.2 and 6.3.4
<b>Related procedures: References:</b>	Workplace Health and Safety (Educators and Staff) <a href="http://www.kidsafensw.org">www.kidsafensw.org</a> <a href="http://www.roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/">www.roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/</a>
<b>Date effective</b>	February 2022
<b>Date for review</b>	February 2024
<b>Purpose</b>	To provide guidelines for safe excursion and transport practices.
<b>Responsibility</b>	Educators, Educator's Assistants and Staff

#### Key information:

- Excursions provide children with the opportunity to experience and explore different environments within their community and develop a sense of belonging.
- Children's safety needs and interests and input must be key considerations when planning excursions.
- Educators must ensure their programs offer a balance between outings and home-based activities. It's recommended that:
  - Armidale and District Family Day care (AFDC) must be given the opportunity to consider a proposed non-Regular excursion and to review the Risk Assessment for that excursion therefore copies of the Risk Assessment and signed permission notes must be provided to the office at least 24 hours prior to the Non-Regular Excursion taking place.
  - Armidale and District Family Day Care reserves the right to decline an Excursion which does not meet Policy Guidelines/Regulations in terms of destination, preparation, adult/ child ratios, Risk Assessment, or age appropriateness.
  - **Educators must not access private, Council or University Swimming Pools whilst children are in care.**

#### Procedures:

##### All Excursions

- Educators must ensure that children are closely supervised at all times.
- Excursions should not go ahead if, on arrival, there are any concerns about the venue or there are doubts about managing the risks presented.

- The Adult/ Child ratio must be maintained. (1:4 ratio)
- Whilst destinations with a significant water hazard e.g. dams, ponds, creeks or rivers are to be avoided, visits to the Creekland parks can happen for children under school age if there is one adult for every two children. This person can be a Coordinator, Educator Assistant, known person to the children and their families
- The notified itinerary for planned excursions must not change unless all families and Armidale and District Family Day Care are given 24 hours' notice of the change.
- Educators and Staff attending excursions must have current First Aid qualifications.
- Educators must carry a basic first aid kit, a mobile phone and emergency contact details for all families whilst on excursions.
- Action Plans for children with a medical condition eg. Asthma and Anaphylaxis must be carried on excursions.
- Road Safety must be discussed with all children prior to attending excursions. Educators need to instruct children to hold hands when walking and to look, listen and look again before crossing the road. Educators also need to discuss safe car travel with children, reinforcing the need to remain in car restraints until the vehicle has stopped and the Educator is able to assist them to unbuckle. Children should always alight from the vehicle on the kerbside.
- Educators must wear an AFDC lanyard with their photo and Scheme contact details. **Children should not be identified by name.** Their tags should have the Educator's name and the Scheme's contact details attached.
- The process for entering and exiting the Educators service and the procedures for embarking and disembarking the vehicle must be completed in a Risk Assessment annually or before a Non regular excursion is taking place
- Vehicles used to transport children must be fitted with approved child restraints and Educators must ensure anchor points are inspected annually by an Authorised Inspection Station. Evidence of this must be provided to the office.
- Water, nappies, spare clothes, gloves, antibacterial gel, hats, and sunscreen should be taken on all excursions.

### **Nature Play Excursions**

AFDC recognises that nature play excursions offer great learning potential and benefits i.e., children gain a deeper knowledge of and connection to their community as well as a deeper understanding of sustainability. Nature Play excursions provide children with positive opportunities to explore and problem solve in response to positive challenges and managed risks.

### **Preparation**

- Snake drills /discussions need to be carried out before excursions
- Practising carrying the backpack for each child with water bottle and spare clothes
- **Risk assessments need to be completed and sent to the office 24 hours beforehand.**

### **On the day**

- Notifying the office when leaving your service and on your return

- The venue must have vehicle access and mobile reception. If not, the Educator needs to consider how is this risk to be managed e.g., determine where the closest point of mobile reception is
- Weather and seasons need to be considered before the excursion occurs. Suitable clothing needs to be worn e.g., jackets, hats, covered shoes
- A site assessment needs to take place on arrival and defining a boundary area.
- If an injury occurs, correct first aid needs to be administered and documented upon returning to the service.

### Regular Excursions

- A **Regular Excursion** is defined as an excursion that is a regular part of the Educator's program e.g., a neighbourhood walk, a visit to another Educator's home, a visit to the library, attendance at Play session, a visit to the park.
- Initial written authorisation to participate in regular excursions is provided by families when they enrol their child/children (recorded on the Personal Profile).
- **Written authorisations for Regular Excursions need to be updated annually.**
- Educators must discuss details of the activities that will be undertaken on the Regular Excursion with families and they need to document Regular Excursions in their program.
- Educators must ensure that the regular excursion does not interfere with the afternoon sleep or rest period for children under school age.
- Educators must provide Armidale and District Family Day Care with a completed Regular Excursion Information Form.
- Educators must contact the Office by phone, text, or email before leaving their service to attend an identified Regular Excursion as well as when they have returned to their service.
- Regular Excursions need to have Risk Assessment performed annually and a copy of the completed assessment needs to be submitted to the Office. **If aspects of the regular excursion venue change a new Risk Assessment must be prepared and provided.**

### Non- Regular Excursions

- A **Non- Regular Excursion** is an excursion that is not part of the Educator's normal regular or weekly program e.g., attendance at a children's performance or a special event that is happening in the community.
- Each family's written permission for the specific excursion must be sought and copies of completed permission notes returned to Armidale and District Family Day Care at least **24 hours prior to the excursion taking place.**
- A thorough risk assessment of the venue needs to be undertaken. An Excursion Risk Assessment form needs to be completed and a copy submitted to the Armidale and District Family Day Care at least **24 hours prior to the excursion taking place.**

### Forms can be found on the Armidale and Districts Family Day Care website

- **Routine Excursion and Transport Authorisation** Initial permission for children to attend Regular Excursions is recorded at enrolment (on the Personal Profile form). Thereafter written permission must be sought annually for each child enrolled. Permission note needs to be supplied to the Office.
- **Non-Routine Excursion Permission Note.**  
To be completed and returned to the office 24hrs prior.
- **Excursion Risk Assessment Form.** To be completed annually and supplied to the office for all Regular Excursion venues. A new assessment is required if aspects of venue change. In the case of Non -Regular Excursions a copy of the assessment along with permission notes needs to be submitted to the Office 24 hours prior to the event.

### Educators and Staff:

- must be appropriately licenced for the vehicle they are driving:
- vehicles must be registered in accordance with RMS legislation:
- must comply at all times with the traffic laws in New South Wales:
- should be aware that vehicles are part of their workplace if they transport children, and as such vehicles need to be regularly maintained and inspected.
- must report any accident or incident to the Nominated Supervisor:
- must drive in a safe manner with regard to other road users:
- must wear a seatbelt:
- must refrain from using a mobile phone whilst the vehicle is in motion.

The status of each Educator's vehicle registration, driver's licence and child restraint inspection will be checked annually as part of re-registration.

### Child Restraints and Seating Arrangements

- Written parental permission must be sought before transport of children commences.
- All children must be seated in the back seat prior to the front seat being used. If all of the back seats are occupied by children under no circumstances can a child sit in the front seat.
- All vehicle anchorage points, and seat belts should be checked by an authorized fitting station annually. Fitting stations can be accessed by calling 13 22 13 (Armidale fitting stations include Hardman's and TJM)
- All restraints used must comply with Australian/New Zealand Standard AS/NZS 1754 and must be used in accordance with the manufacturer's instructions.
- All restraints must be renewed after 10 years from the manufacturing date.

- When an Educator buys a new car, they are required to have the car seat checked in the new car.
- Children less than 6 months old must be restrained in an approved rearward facing restraint that is properly fitted to the vehicle and fits the child's body correctly.
- Children aged between 6 months and 4 years must be restrained in an approved rearward or forward-facing restraint that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children aged between 4 and 7 years must be restrained in an approved forward-facing restraint or booster seat that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Booster seats are recommended only after a child grows out of an approved child car seat.
- A booster seat should be used until a child's shoulder no longer comfortably fits within the seat or when their eye level is higher than the back of the seat; Booster seats should feature high backs and sides and are to be used with an adult lap sash seatbelt/seat belt sash guide.
- Lap belts are only to be used with either a harness or anchored child restraint. Harnesses are only to be used in conjunction with an anchorage point. Children aged between 4 and 7 years must not use a harness without a booster seat. If a harness is used with a booster seat, then an Anti-Submarining clip must be fitted to hold the seat belt down low across the pelvis.
- In-Built harnesses (i.e., installed in rearward or forward-facing restraints) should be adjusted to fit comfortably but firmly, with no slack, so that the harness straps are straight and flat in contact with the child's body. Never place the shoulder strap of a seat belt behind the child's back or under their arm.
- Pets and other animals are not to be transported in a vehicle at the same time as children. (Refer Pet Policy)

### **Transport by Bus/Private vehicle in the community**

When Educators access AFDC's bus to attend excursions, a variety of child restraints are available for use. These include forward facing restraints and boosters. Bookings by 9am on the day of the excursion so that the correct child restraints can be installed. Parental permission for child/ren to be transported in AFDC's bus must be obtained on enrolment.

### **Safety in the proximity of Motor Vehicles**

- Children must alight from the vehicle on the kerbside.
- When walking in carparks to and from the vehicle children must hold hands
- Children must never to be left alone in a Motor vehicle, unless the Educator, staff member or responsible adult is in the immediate proximity of the vehicle, i.e., loading and unloading children.

- Should the Educator, staff member or responsible adult find it necessary to move a vehicle on private property or in a car park, all children should be placed inside the vehicle and appropriately restrained.
- The Educator, staff member or responsible adult should remove the ignition keys from the vehicle prior to alighting from the vehicle and the vehicle should be locked when unattended.
- Educators/ Staff count the children on and off the car/ bus.